

Date

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Initials

Date

1. *DC/ADM*

2. *C/LOGS*

3. *C/ADP*

4. *C/PMIS*

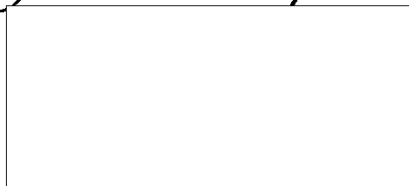
5. *C/Adm ST-1*

Action	File	Note and Return
Approval	For Clearance	Per Conversation
As Requested	For Correction	Prepare Reply
Circulate	For Your Information	See Me
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Coordination	Justify	

REMARKS

1-4: for your info.

STAT



DO NOT use this form as a RECORD of approvals, concurrences, disposals,
clearances, and similar actions

FROM: (Name, org. symbol, Agency/Post)

Room No.—Bldg.

Phone No.

2 December 1987

MEMORANDUM FOR: ILSP Working Group Members, Alternates and Other Distribution

FROM: 

Chairman, ILSP Working Group

SUBJECT: ILSP Working Group Meeting Minutes - 1 December 1987

1. The scheduled meeting of the ILSP Working Group (ILSP WG) was held at 1030 hours, 1 December 1987. The following representatives were present:

OSWR/Admin
DO Representative
FMD/CMS - Guest Speaker Cafeteria
OS
DA Representative
NBPO/OL Representative
ILSP
ILSP
ILSP
DI Alternate
ILSP
OEA/Admin
ILSP
ILSP
DS&T Alternate
NESA/Admin
OL/FMD Chairman

Representatives from the Office of Medical Services (OMS) and the Office of Information Technology (OIT) were not in attendance.

2. The minutes of the previous meeting (12 November 1987) were accepted as written. The meeting then proceeded to the formal Agenda and the following items were discussed.

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3. NHB Schedule Adjustment

There is an official six month delay in the occupancy of the NHB so that the first component move will be July 1, 1988 vice January 18, 1988. In September 1987, GSA announced a three month slip in turnover of the North Tower and a six month slip in turnover of the South Tower. In spite of the GSA slip, the DA attempted to adhere to the January 18, 1988 occupancy schedule; however, subsequent events did not permit realization of the original schedule. Funding problems, floor by floor layout changes, and special OSWR wiring requirements combined to cause OIT to propose the six month occupancy slip. The new schedule of moves, which is driven primarily by the need to move out of OHB backfill and cafeteria expansion areas, is as follows:

April (?)	OIT Telephone Operations
July	OTS
August	OSWR (partial) and OEA
September	OSWR (balance), NESA, MPSS
October	NBPO, FMD/CAD & BSB, OIT
	(G/H Corridor) - these moves will
	be temporary and not into the NHB.
November	Remainder of North Tower occupants

4. OIT - Status of Special Wiring

An action item has been assigned to OIT to provide the status of this subject. See new action items.

5. OIT - Computer Center Move Schedule

An action item has been assigned to OIT to formally provide their schedule for this subject. See new action items.

6. OIT - Phone Operators Move to NHB

An action item has been assigned to OIT to formally provide their schedule for this subject. See new action items.

7. OS - Status of PASS and SPO's in NHB

The subject of access to the NHB after 1 July 1988 was discussed and [] of OS said that only one PASS controlled entrance on the 4th floor was planned at this time. The subject of control points between the

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North and South Towers was also discussed briefly. Some kind of access control will have to be established. OS was assigned an action item to provide a briefing on NHB access controls. See action items.

8. Approval Process for Special ADP Wiring in NHB

Although raised flooring in the NHB makes local wiring and cabling easily accessible, OS and OL approval are needed to make changes. OIT approval is also required for changes that affect OIT equipment or networks. All components are reminded to make certain that the appropriate approvals are received before any wiring changes are made.

9. Status of Open NHB Work Orders

52 Work orders received
11 Work orders completed
41 Work orders open

Examples of the work orders include core drilling, welding, and cutting floor tiles. All work in the NHB should be requested through ILSP.

10. Status of OTS Renovations

The design cost for the OTS renovations will be about \$123K. Design is scheduled for completion by 18 December 1987 and construction will start in January 1988. Construction cost is estimated at \$500K. These renovations/changes are not new requirements, but are original requirements by OTS that were inadvertently dropped during NHB construction. OL will provide the renovation funding.

11. Comments on ILSP Charter

STAT The proposed charter of the ILSP was reviewed and comments from the WG were solicited. The consensus is that the WG is a necessary and valuable organization that provides a clearing house for information, ideas and problems related to the NHB. It is not Agency mandated, and it accomplishes its goals thru the coordination and cooperation of its members instead of by directive. Members are asked to further review the charter and send in any additional comments to [redacted] The charter will be on the Agenda and re-reviewed at the next ILSP WG meeting on 17 December 1987.

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12. Action Item Review

STAT ILSP-05 Determine the fit of IBM/PS-2 PCs with the new furniture in the NHB -
ILSP - AI closed - See Attachment #1.

ILSP

STAT ILSP-09 Check with OS to determine definition of Vault Type Room (VTR). AI will be transferred to OS by memo.

ILSP

ILSP-21 Prepare a statement of purpose and function for the ILSP WG. Closed.

STAT ILSP-23 Name DO replacement and alternate representatives to the ILSP WG. Transferred from to the DO Career Management Staff. - Due 17 December 1987.

CMS
DO

ILSP-25 Obtain OMS approval of proposal for interior door alarm and control combination in NHB. AI Closed. In the absence of any stated OMS objection, the Chairman decided that the proposal would be approved.

ILSP-26 OS to review ESC proposal and report to ILSP WG any further restraints. AI Closed, see OS response, Attachment #2.

STAT ILSP-28 Can lock kits be obtained for conserv-a-files? - Deferred 2 weeks, Due 17 December.

ILSP

ILSP-29 What is the policy for the installation and use of simplex locks? Closed, See AI 34.

ILSP-30 Provide status of Special Wiring for OSWR - OIT. - Due 17 December.

OIT

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ILSP-31 Provide Computer Center Move Schedule - OIT
OIT - Due 17 December.

ILSP-32 Provide schedule for the Phone Operators OIT
move to NHB - OIT - Due 17 December.

STAT ILSP-33 Provide Status of PASS and SPOs in NHB -
Due - 17 December. OS

ILSP-34 ILSP to schedule meeting on simplex
locks and security conditions in NHB. ILSP
- Due 17 December.

14. Next Meeting Discussion

The only special request for the next meeting was for OIT to be present.

15. Non Agenda Items

A. A point was made by NBPO that NHB contractual problems may arise because OIT is doing conduit work in some areas that have not yet been accepted by GSA.

B. A meeting is scheduled with Kofco on 3 December at 1400 hours to discuss what is to be done with the furniture and partitions that are on order. Government employees will meet at 1330 to consolidate their positions on the subject before meeting with Kofco.

STAT C. ILSP will prepare a summary on the subject of conference room furniture, and furniture moves to the NHB.

STAT STAT 16. Cafeteria Briefing -

STAT provided a briefing on the cafeteria expansion. Some of the goals of the expansion are to:

- STAT - Double the number of seats
- STAT - Provide for a population increase.

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- Provide a variety of service including food courts (specialty areas).
- Increase the Credit Union area by 80%.

To Accomplish the Expansion Several Phases are Scheduled:

Phase 1. Will provide for an increase in population by providing seats and temporary serving lines.
Phase 1 can be completed within 100 days of project start.

Phase 2. Will provide a new vending area, new toilets, and seven new food court areas. This will require one year to complete.

Phase 3. Will enclose the two courtyards, provide a new servery and provide new loan operations. This will also require one year.

Phase 4 and 5. Will each provide for one half of the renovation of the old kitchen and serving areas and removal of the North/South wall. This will be done in early 1990.

The next meeting will be at 1030, 17 December 1987 in 3E14.

Attachments:
a/s

Distribution:
a/s

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NEW FURNITURE DIMENSIONSDESK(W) (L) (H)
31 $\frac{1}{2}$ x72 $\frac{5}{8}$ x29 $\frac{1}{4}$ 31 $\frac{1}{2}$ x62 $\frac{5}{8}$ x29 $\frac{1}{4}$ 31 $\frac{1}{2}$ x60x29 $\frac{1}{4}$ L UNITS(W) (L) (H)
31 $\frac{1}{2}$ x32 $\frac{5}{8}$ x2625 $\frac{1}{2}$ x72 $\frac{5}{8}$ x2625 $\frac{1}{2}$ x62 $\frac{5}{8}$ x2625 $\frac{1}{2}$ x60x 2619 $\frac{1}{2}$ x47 $\frac{5}{8}$ x2619 $\frac{1}{2}$ x47 $\frac{5}{8}$ x26IBM PS/2 MODELS DIMENSIONSMODELSMODEL 30 (DESK TOP)

(W) (D) (H)

16x15.6x4in

MODEL 50 (DESK TOP)

14.1x16.5x5.5in

MODEL 60 (PEDESTAL)

6.5x19x23.5in

MODEL 80 (PEDESTAL)

6.5x19x23.5in

DISPLAYS8512

(W) (D) (H)

14x15.5x14.6in

8513

12.6x12.2x12.3in

8514

15.8x16.3x14.2in

ALL PS/2 MODELS ARE COMPATIBLE WITH ALL NEW FURNITURE CONFIGURATIONS.

C O N F I D E N T I A L

24 NOV 1987

MEMORANDUM FOR: Chairman, Integrated Logistics Support Program

FROM: [REDACTED]

Chief, Physical Security Division
Office of Security

SUBJECT: New Headquarters Building Construction
of an Employee Service Center [REDACTED]

1. The construction of an Employee Service Center (ESC) was outlined in a Memorandum for the Record by EXO/PERS dated 8 September 1987. As plans exist at the present time, approximately two thousand square feet of atrium space on the East side of the New Building will be used to accommodate FELO representatives and other employees from the Insurance Branch, the Office of General Counsel and several Benefits Counselors. [REDACTED]

2. In further discussions with the Office of Personnel, we have been advised that storage of classified documents at the SECRET level will be required within the ESC, and that glass walls will surround the sides and top of the facility. Furthermore, the entire ESC will be located outside the shielded enclosure despite requirements for secure voice communication and ADP equipment with access to classified information. [REDACTED]

3. If the above scenario is reasonably accurate, it does create problems from a security standpoint, but we do believe they can be overcome. It seems that, as a minimum, we would have the following requirements:

a. GSA approved security containers with S&G 3-way combination locks for all classified storage.

b. Tempested ADP equipment to preclude the transmission of compromising emanations.

C O N F I D E N T I A L

C O N F I D E N T I A L

c. Configuration of work areas to prevent the inadvertent viewing of classified data on computer terminals or desks.

d. Personnel access controls on the doors to help eliminate unauthorized access at night but which will allow security duty checks of the area.

e. Strict procedural security guidelines tailored to assure the protection of classified and sensitive data. [redacted]

STAT

4. It must be recognized that the proposal by the Office of Personnel is quite different from the concept under which the New Building is designed and which will govern the redesign of the Old Building. The proximity of the ESC to the cafeteria and courtyard to which noncleared individuals will have access may be of great concern, not just because of the sensitive data contained therein, but because of the possible exposure of persons under cover. These and other issues must be explored in more depth, and I urge consultation with COMSEC and OIT as well before plans are finalized. I have appointed a Domestic Security Branch Officer, [redacted] to work closely with interested parties. Please contact her on [redacted] as the situation develops. [redacted]

STAT
STAT
STAT

cc: Tempest Div.
SES
TSCMD
C/Admin Staff/OS

C O N F I D E N T I A L

STAT

SUBJECT: New Headquarters Building Construction
of an Employee Service Center

OS/PTS/PASG/PSD/DSB/CK:ied (24 Nov 87)

Distribution:

Orig - Adse
1 - Tempest Div.
1 - SESD
1 - TSCMD
1 - C/Admin Staff/OS